



Playmates Preschools & Child Development Centers, Inc.

Kenova
304-453-4858

Lavalette
304-523-4858

Huntington
304-522-4858

Buffalo
304-429-3988

Westmoreland
304-429-4851

Ceredo
304-908-3368

Ceredo Pre-K
304-453-5998

Westmoreland Pre-k
304-781-0053

POSITION TITLE: Executive Director

REPORTS TO: Board of Directors

FSLA: Exempt

JOB SUMMARY:

The Executive Director of Playmates Pre-Schools and Child Development Centers, Inc. shall be the chief executive and academic officer of the organization. The Executive Director shall be elected by the Board for such term as the Board deems advisable. The President shall attend all meetings of the Board of Directors. As chief executive and academic officer of the organization, the Executive Director shall have the powers and duties as defined under duties and responsibilities.

ESSENTIAL DUTIES:

- Operates the agency in conformity with the purposes and policies as determined by the Board of Directors and develops rules and regulations as necessary to carry out those purposes and policies.
- Acts as advisor to the Board of Directors and shall have responsibility for recommending for consideration those policies and programs which in his/her opinion will best promote the interests of the agency.
- Makes final hiring decision for all agency employees.
- Makes final determination regarding expenditure of agency funds.
- Develops a suitable organization for the effective administration of the agency and designates positions and titles subject to ratification by the Board.
- Appoints and determines compensation of any employee of the agency under published rules and guidelines established by the agency.
- Exercises authority, after consultation with the appropriate officer(s) or employee and the affected individual, to discipline any employ of the agency at any time for proper cause.

OTHER DUTIES:

- Complies with policies and procedures of Playmates Pre-School and Child Development Centers, Inc.
- Protects the confidentiality of private employee and customer information.
- Performs other duties as assigned by supervisor.

POSITION QUALIFICATIONS:

- Bachelor's Degree in Education, Business or related field and 2 years of relevant experience; or Associate's Degree in Business or related field and 4 years of relevant experience.
- Grant program management experience is highly desired.
- Master's Degree is preferred.
- Management experience is preferred.

Serving Families in Cabell and Wayne Counties for Over 25 Years

Administrative Office Phone (304) 429-4934 Fax (304) 429-3281

Email: jbarkerplaymates@aol.com

September 1, 2013



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- Experience in an educational setting is preferred.
- Ability to work well with others.
- Ability to follow directions well.
- Computer skills.
- Philosophy compatible with the Playmates concept.

ENTRY LEVEL COMPETENCIES:

1. Demonstrates an understanding of the various regulatory guidelines (ethical, confidentiality, legal requirements, etc).
2. Demonstrates ability to utilize various computer software systems, i.e. Microsoft Word, Excel, PowerPoint, and ProCare.
3. Illustrates effective use of time management and organization skills to perform multiple tasks
4. Demonstrates an understanding of the various regulatory guidelines (ethical, confidentiality, legal requirements, etc).
5. Demonstrates knowledge of externally-funded projects.

PERFORMANCE appraisal:

The evaluation of the competencies will be referred to in the performance evaluation that occurs on the anniversary of the employee's hire date.

JOB TITLE: EXECUTIVE DIRECTOR

PHYSICAL AND MENTAL ACTIVITY REQUIREMENTS

ACTIVITY	RARE	OCCASIONAL (25%)	FREQUENT (50%)	CONTINUOUS (75%)
WALKING			X	
LIFTING			X	
PUSH/PULL			X	
STANDING			X	
SITTING			X	
STOOPING			X	
READING			X	
WRITING			X	
DRIVING		X		
TYPE/KEYBOARD		X		
IRREGULAR SCHEDULE		X		
OVERNIGHT	X			



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ACTIVITY	RARE	OCCASIONAL (25%)	FREQUENT (50%)	CONTINUOUS (75%)
TRAVEL				

WORKING ENVIRONMENT

CONDITIONS	RARE	OCCASIONAL (25%)	FREQUENT (50%)	CONTINUOUS (75%)
QUIET		X		
NOISE		X		
DUST/DIRT	X			
POOR VENTILATION	X			
HEAT	X			
EXPOSED TO DISEASE	X			
ELECTRICAL HAZARDS	X			
ON CALL	X			

I HAVE READ AND UNDERSTAND THE JOB DESCRIPTION FOR EXECUTIVE DIRECTOR AND AGREE TO FULFILL THE POSITION'S RESPONSIBILITIES TO MEET THE DEFINED STANDARDS.

EMPLOYEE NAME _____ DATE _____

SUPERVISOR NAME _____ DATE _____